

Understanding One-on-One Meetings

One-on-one meetings between managers and their employees provide a valuable opportunity to enhance individual and team productivity, foster great working relationships, provide positive feedback and support, and address issues before they become significant problems. It is recommended that managers meet with their employees weekly or biweekly, but at minimum on a monthly cadence.

Using this One-on-One Meeting Form

This form is designed for use by an employee to prepare for a one-on-one meeting with their manager or supervisor. In the instance that a meeting must be cancelled or is deemed unnecessary, this completed form can be sent by the employee to their manager to function as a status report so important information can be shared.

Employee Name:

Job Title:

Manager Name:

Meeting Date:

STATUS UPDATES (Work completed since last meeting)

Project/Activity/Task	Associated Performance Goal

STATUS UPDATES (Future/planned work to be performed before next meeting)

Project/Activity/Task	Associated Performance Goal

SUCSESSES

Achievements, Celebrations, and Successes	Lessons Learned

CHALLENGES

Roadblocks, Barriers, and Challenges	Assistance Requested

DECISION POINTS NEEDED

Decision, Question, Request to addressed by Manager	Answer/Status